Administration Section

Created by the NAMALA Admin Section

Administration Section Staff Organization

- Ms. West – Human Resources Supervisor, GS-09
- Mr. Will – DNA/Parole Coordinator, GS-07
- Ms. Tanner – Secretary, GS-07

Supplemental Court-Martial Orders

- NAMALA receives the promulgation order (copy of Certified letter sent to appellant, NMCCA decision, and the CA's Action) from NAMARA
- The Supplemental Court-Martial Order (SCMO) is prepared. In accordance with the NMCCA decision, any correction to the CA's Action will need to be done at this time
- 60 days after the Promulgation package is mailed to the appellant (sent by NAMARA), NAMALA receives a Notification of Completed Appellate Review (NOCAR)
- The SCMO is signed and dated, and the appellant is now ready for discharge.
- POC: Ms. West, Ms. Tanner

Clemency Procedures

- Clemency is checked when confinement is more than 12 months.
- If Mandatory Clemency Review is needed, the SCMO must be held until review has been completed.

ID Card Procedures

- Verify appellant is joined in CORMIS with a valid address and phone number. If different than information already entered make appropriate changes in CORMIS. Enter the date in the ID card updated section in CORMIS.
- Make an entry in the memorandum block of CORMIS as to the issuance of the ID Card.

- POC: Ms. West, Mr. Will, Ms. Tanner

Mail Procedures

- Incoming Mail: When the mail is received, it is signed for, all mail is logged into the Admin Section of the “S” drive. It is then given to the appropriate section for further office compliance (i.e., response needed, joining of SRB’s, etc.)

- POC: Ms. Tanner

Deoxyribonucleic Acid (DNA) Sample Collection

- NAMALA is responsible for the collection of DNA from service members convicted of a Qualifying Military Offense (QMO) whose DNA was not collected prior to being joined to NAMALA.
- NAMALA assists appellants with locating the nearest DNA collection site (MTF, VA Medical Center, Outpatient Clinic, etc) where DNA sample collection will take place.
- NAMALA coordinates DNA sample collection with the collection site and the service member by phone.
- NAMALA ensures the DNA sample is sent and received at the U.S. Army Criminal Investigation Laboratory (USACIL) for inclusion into the FBI's Combined DNA Indexing System (CODIS).
- POC Mr. Will

Parole and Mandatory Supervised Release (MSR)

- NAMALA is responsible for the tracking of Navy and Marine Corps service members released from confinement on Parole or Mandatory Supervised Release (MSR) prior to reaching their Full Term Release Date (FTRD).
- Tracking occurs as follows:
  - NAMALA maintains the original SRB/MED/DEN records for repository purposes.
  - NAMALA is notified by the Navy Clemency & Parole Board (NC&PB) if a member violates conditions of Parole/MSR.
  - NAMALA notifies Navy/Marine Corps members who violate conditions of Parole/MSR to return to the confinement facility as determined by the NC&PB.

Parole and Mandatory Supervised Release (MSR)

- NAMALA makes a copy of all records and mails originals back to Brig's supporting command.
- NAMALA mails out the records of those service members who have reached their FTRD to appropriate agencies for archival purposes.
- POC Mr. Will

Questions?